

For opportunities in RHODE ISLAND STATE GOVERNMENT

DESCRIPTION OF POSITION	<p>POSITION: Associate Director II</p> <p>SALARY/PAY GRADE: \$84,018.00 - \$95,673.00 044A</p> <p>DIVION/SECTION/UNIT: Developmental Disabilities</p> <p>DEPARTMENT OR AGENCY: MHRH</p> <p>ASSIGNMENT(S) / COMMENTS: N/A</p> <p>SHIFT AND DAYS: First</p> <p>RESTRICTIONS/LIMITATIONS: Subject to Merit System Law and Rules as to future exam. RI residency.</p> <p>POSITION COVERED BY COLLECTIVE BARGAINING UNION AGREEMENT YES _____ NO <u>xxx</u></p> <p>NAME OF BARGINING UNIT UNION: N/A</p> <p>THERE IS A CIVIL SERVICE LIST FOR THIS POSITION YES _____ NO <u>xxx</u></p> <p>See instructions "A" and/or "B" in the section below for specific instructions if this job has a civil service list</p>								
GENERAL INFORMATION	<p>INSTRUCTIONS:</p> <p>A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please submit a completed CS-14 Application Form and the RIEEO 378 Affirmative Action Card. Your Application MUST contain the following information:</p> <table border="0"> <tr> <td>1. The Title of the Position for which you are applying</td> <td>5. The Date that you entered State Service</td> </tr> <tr> <td>2. The Reference Position Number of this notice</td> <td>6. The Name of the Department where you are currently employed</td> </tr> <tr> <td>3. The Title of your current position</td> <td>7. Your Business telephone number</td> </tr> <tr> <td>4. The Date that you entered your current position</td> <td>8. Your Present Union affiliation ***</td> </tr> </table> <p>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract</p> <p>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</p> <p>If indicated above that no civil service list exists for this position, you need not be in the class of position or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.</p> <p>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</p> <ul style="list-style-type: none"> Reasonable Accommodation If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a Reasonable Accommodation, then the individual shall not be considered unqualified for the position. Medical information Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	1. The Title of the Position for which you are applying	5. The Date that you entered State Service	2. The Reference Position Number of this notice	6. The Name of the Department where you are currently employed	3. The Title of your current position	7. Your Business telephone number	4. The Date that you entered your current position	8. Your Present Union affiliation ***
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STATEMENT OF DUTIES	<p>DUTIES / RESPONSIBILITIES: The Div. of Developmental Disabilities oversees a variety of state-operated programs providing residential and day services, job skills development and opportunities for persons with developmental disabilities. Associate Director is responsible for planning, developing and administering a comprehensive statewide system of consumer services addressing the individual and special needs of clients presented with developmental disabilities; coordinate services and activities with consumers, advocates, providers, other MHRH divisions, state departments, federal government and municipalities This position reports directly to the Acting Executive Director of Developmental Disabilities.</p>								
MINIMUM EDUCATION & EXPERIENCE	<p>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)</p> <p>Master's Degree in Public Admin., Management, Health Admin., or in specifically assigned areas of organizational/program responsibility, supplemented by extensive specialized or advanced training/education in that area. Experience: Extensive employment in an administrative position (line/direct service or staff support) in a health care environment or in progressively responsible positions in the administration of one or more relevant health care programs in a large governmental or private agency. Minimum 10 years management/leadership experience preferred.</p>								
WHERE TO APPLY	<p>Apply within the application period as shown on this vacancy notice announcement. Bids submitted to the Hazard building will only be accepted between during normal office hours. This office does not assume responsibility for applications sent through the mail. Note: Some State union contracts allow a 3-day grace period for receipt of the CS-14 application or bid. Please send Resume or CS-14 Application to:</p> <p>Marie Panarello Implementation Aide Human Resource Management 14 Harrington Road Cranston, RI 02920</p> <p>TELEPHONE # 401-462-3407 FAX # 401-462-6636 TDD # (Telecommunication Device for the Deaf)</p> 								